

HIGHLAND MIDDLE SCHOOL

3880 Ridge Rd., Medina, OH 44256



Home of the Hornets

2011 – 2012 STUDENT/PARENT HANDBOOK

Welcome to Highland Middle School. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to your school and become an integral part of it. The ultimate purpose of education is to help each student become an effective citizen in our democracy. You will need to develop and accept the responsibilities and obligations of good citizenship that will help you participate successfully in your future endeavors. The staff of Highland Middle School hopes you will participate in a variety of activities and thus find those things within your school that will prepare you to live a better life. Remember that your success in school will be directly proportional to the efforts you put forth.

ADMINISTRATIVE AND OFFICE PERSONNEL

Principal-	Dr. John Deuber	Secretary-	Mrs. Phyllis Kulbis
Assistant Principal-	Mrs. LeAnn Gausman	Office Aide-	Mrs. Jan Novosielski
Guidance Counselor-	Mr. Rob Gilbert		

330-239-1901 • 330-278-2727 • 330-686-1901
Attendance Line – ext 1511

www.highlandschools.org

This agenda belongs to:

NAME _____ PHONE _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

STUDENT NO _____

HIGHLAND MIDDLE SCHOOL MISSION STATEMENT

Parents, staff members and administrators believe the mission of Highland Middle School is to provide an educational program and environment that is designed to meet the needs, interests and abilities of a particular age group—the early adolescents. Our mission is based on the following belief statements. We Believe:

1. All students can learn
2. Parental involvement in the education of their children is a key to student success
3. Staff and parents will encourage and guide students to critically think, reason and problem solve
4. Staff, students and parents should have high academic and behavioral expectations
5. Students should develop independence and accept responsibility for their actions
6. Students will become aware of their unique physical, mental and social traits
7. Students will develop respect for the legal and personal rights of all individuals in a democratic society
8. Students will acquire a lifelong learning pattern for living in an ever-changing society
9. Staff and students will attend school in a safe, clean environment that promotes wellness and is drug, alcohol and tobacco free
10. Staff will provide instruction in a variety of academics and arts to develop student potential
11. Through active involvement of parents, staff, administrators and local and county government officials, students will develop pride and membership in the Highland community
12. Students should be offered leadership opportunities

STUDENT RESPONSIBILITIES

A responsibility is an obligation one has to ensure that the rights of all are protected. All students have the responsibility to:

1. Attend school to receive an education. No one has the right to interfere with the education of others.
2. Attend school daily unless ill or legally excused. Ohio law requires a student to attend school until the age of 18. Schools cannot educate students who do not attend class.
3. Be on time for all classes. Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Punctuality is a habit that students must develop if they are to succeed in the world of work.
4. Come to class with necessary materials. A teacher should not have to delay instruction because a student has come to class unprepared. This is

interfering with the rights of others to learn and study.

5. Complete all in-class and homework assignments and meet deadlines. The full responsibility for student learning does not rest solely with the teacher. There can be no effective education unless students participate in class and complete outside assignments.
6. Obey school rules and school personnel. Rules are designed to allow a school to meet its obligation to educate students. Students are required to obey and be courteous to everyone who works in our schools.
7. Volunteer information and cooperate with school staff in disciplinary cases. There is a difference between being a “squealer” and a responsible person. Every community depends upon its citizens to uphold the rules by which everyone has agreed to live. Students have the responsibility to provide truthful information when asked by school authorities.
8. Respect the person and property of others.
9. Respect public property and carefully use and return all materials and equipment.
10. See that school correspondence to parents reaches home.

GUIDANCE

The purpose of the guidance program is to help each individual student achieve his/her highest growth mentally, emotionally and socially. We try to do this in several ways: 1) Helping the new student feel at home in our school with new teachers and friends. 2) Individual conferences whenever a student, a teacher or the counselor deems it necessary. 3) A testing program designed to help the student learn as much as possible about his/her capabilities. 4) The counselor welcomes the opportunity to talk things over with any student, parent or teacher. 5) Assist the students with any problems that might occur.

ANNOUNCEMENTS

News of school activities, special meetings, and other items of interest to students are made each day. It is important that students listen carefully and refrain from talking. All announcements can be found daily on the school web site.

VISITORS

The Board encourages parents and other citizens of the District to visit and observe what the schools are doing. All visits to the District during school hours must be scheduled in advance with the building principal. Visits to the District may not interfere with nor disrupt classroom activity. All visitors must sign in at the main office. **Student visitors from other schools cannot be accommodated.**

TEXTBOOKS

The school furnishes books to all students. This is done with the expectation that this major investment will be properly safeguarded. It is expected that all books be covered. Reasonable wear is expected as a result of daily use; however, **unreasonable damage to textbooks such as broken corners, etc. will result in fines for repair or replacement.** Lost textbooks must be paid for and replaced immediately.

LOCKS AND LOCKERS

Students will be issued lockers at the beginning of the year. The care and cleaning of the locker is the responsibility of the student. The student may be held accountable for any damage to the locker. **Students are not permitted to put any decorations, signs, etc. on the face of the lockers.** REQUIRED NOTIFICATION: School lockers are the property of Highland Local Schools, and may be entered at any time in accordance with board policy to inspect, maintain, repair, or for the purpose of random searches under reasonable suspicion or threat of disruption to the educational environment. School administrators have board authority to search lockers. To every extent possible, school lockers are assigned in reasonable proximity to the student's home room or first period class, and may be used only by that student. Never give out your combination. The school does not assume liability for the loss of personal items due to theft, fire, or vandalism. Tampering with the operation of the school locker is grounds for disciplinary action, and may cause the forfeiture of its use. No food, beverage, or beverage container is ever to be kept in the locker overnight.

BOOK BAGS AND COATS/HATS

Students are encouraged to bring their books to and from school in book bags but are required to keep their bags in the assigned lockers during the school day. Coats and hats are encouraged to be worn as dictated by weather conditions. They also are required to remain in the student's assigned locker during the school day.

ATTENDANCE

1. Students are expected to attend all classes everyday and on time. Parents are urged to make appointments outside of school hours.
2. The school should be notified as soon as possible of any absence. Parents or guardians are to call the Middle School **attendance line at (330)239-1901x1511 before 9:00a.m.** to acknowledge the reason for the absence.
3. Upon returning to school, the student should drop off any documentation (Doctor's note) of the absence to the office.
4. **After permitting ten (10) "excused by parent" absences for the school year, an administrator may require further documentation (Doctor's**

note) for any additional absences to be considered excused. If no such documentation is provided, the absences may be considered unexcused and the child will be considered truant.

5. **TARDINESS** - If you arrive after school has started, you will need a note from your parent to be presented to the office upon arrival at school. You **must sign in** at the office when you arrive. Students arriving to school between 7:30 a.m. and 11:00 a.m. will be counted as tardy. Students arriving after 11:00 a.m. will be charged with a 1/2 day (a.m.) absence.
6. **Permission to leave early**- If it is necessary for you to leave early, a note must be presented to the office before school starts. The note must explain the reason for early release. Your name will then be placed on the attendance sheet indicating the time you are to be excused. Any student leaving school prior to 11:00 a.m. will be charged a 1/2 day absence. Students leaving after 11:00 a.m. will be counted as attending a full day for reporting purposes. All students are required to **sign out** in the office before leaving the building. **AT NO TIME ARE YOU TO LEAVE SCHOOL OR SCHOOL PROPERTY WITHOUT NOTIFYING THE OFFICE PERSONNEL.**

EXCUSED ABSENCES OR TARDIES

An excuse for absence or tardiness from school may be approved on the basis of any one or more of the following conditions.

- a. Personal illness. The approving authority may require the certificate of a physician if he deems it advisable.
- b. Illness in the family. The absence under this condition shall not apply to children under fourteen years of age.
- c. Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
- d. Death of a relative. The absence arising from this condition is limited to a period of three days unless a reasonable cause may be shown by the applicant child for a longer absence.
- e. Home due to absence of parent or guardians. Any absence arising because of this condition shall not extend for a period longer than that for which parents or guardians were absent.
- f. Observance of religious holidays. Any child of any religious faith shall be excused if the absence was for the purpose of observing a religious holiday consistent with his/her creed or belief.
- g. Emergency or set of circumstances which in the judgment of the Superintendent of Schools constitutes a good and sufficient cause for absence from school.
- h. It will be the judgment of the Middle School Principal to deem those absences or tardies that will be excused.
- i. Students who know in advance that they are going to be absent from school shall ask the main office for

and complete a Planned Absence Form.

UNEXCUSED ABSENCE/TRUANCY

Student absence for a reason other than those listed in the Board of Education Student Attendance Policy will be considered an unexcused absence. A student who is absent from school must present a statement of the reason for the absence, the date(s) of absence and the signature of the parent or guardian. A student who does not present a statement with a valid excuse (see excused absences) will be charged with an unexcused absence. Truancy is defined as an unexcused absence from a class or from school. Students will not receive academic credit for schoolwork missed including daily assignments, homework, quizzes, tests, projects, laboratory exercises, etc. Parents will be informed of truantries. Disciplinary action which may include referral to the Medina County Juvenile Court will be taken with the student.

TARDIES

Students are provided transportation to school and are expected to be in school on time. If excessive tardiness occurs within a semester, corrective actions will be taken. 5 unexcused tardies = Thursday detention, 10 unexcused tardies = Saturday detention, 15 unexcused tardies = 2 Saturday detentions and a conference with the student's parents.

MAKE-UP WORK

An excused absence gives a student the privilege of making up work that has been missed. Students will be allowed the same number of school days to complete missed work as they were absent (e.g. 4 days absent, 4 school days make-up). An exception to this occurs when a student is in school the day previous to a test but absent on the day of the test. In this event, he will be expected to take the test on the day of his return to school. Due dates may be also extended in the case of emergencies, funerals, and under other extenuating circumstances. Parents will be provided, upon request, make-up work after **three (3) consecutive days** of a student's absence.

MAKE-UP WORK DUE TO TRAVEL

Highland Middle School believes student attendance is vital to success in school. Students who are taken out of school for trips or vacations must complete a Planned Absence Form prior to the trip and secure assignments from their teachers. Instruction and work missed during the planned absence cannot be re-taught by the teacher. All assignments provided for the planned travel shall be completed and turned in the first day of the student's return to school. Make-up tests shall be taken within two days upon the student's return to school.

6th GRADE HOMEWORK POLICY

To help sixth grade students transition to the middle school homework requirements, each student will be issued one "homework pass" per academic class for the first quarter. Students will receive one pass for the second quarter to be used in any one subject, if necessary. No passes will be issued third and fourth quarters. The student may staple the pass to submit a completed assignment and turn in one day late for full credit. Once a pass has been redeemed, late and/or missing work will be counted as a zero. This pass is to be used in case of forgotten or incomplete work. It is not to be considered a "free" pass for no homework that night. Refer to the "Make-Up Work" Policy for student absences.

7th & 8th GRADE HOMEWORK POLICY

Throughout middle school, it is important for students to continue developing their work habits and organization skills. Homework is assigned for a specific learning purpose. Students are to have homework completed and in class on the date it is due. Late and/or missing homework will not be accepted and will result in a zero for that assignment. Refer to the "Make-Up Work" policy for student absences.

APPEARANCE

The Highland Local Board of Education recognizes the fact that for the best interests of the school, its general environment, and those who are responsible for its program, it is desirable to exercise some control over extreme manners of dress and personal appearance of students. Therefore, it is the policy of the Board that the Superintendent and the building principal, in consultation with teaching staff if necessary, are authorized to be responsible for determining when a student's manner of dress or personal appearance is such that it is considered indiscreet or improper in so far as the best interests of the school as a whole are concerned, and that the principal and/or superintendent should take steps to correct examples of such dress or improper personal appearance.

DRESS CODE

Dress and appearance of students are to be governed by standards of cleanliness, neatness, health, safety, appropriateness, and decency in an academic environment within the limits of the guidelines set below. The district and administration will determine and enforce these guidelines in accordance with prevailing community expectations:

1. **Grooming habits** that have the potential to disrupt the educational process will not be permitted:
 - Hair styled in a disruptive manner or of an unnatural color and hue.
 - Any type of writing on the skin.
2. **Clothing** that has the potential to be disruptive, destructive to school property, or present a safety hazard will not be permitted. These items include

but are not limited to:

- Clothing which is unclean, tattered, or has holes.
- Chains hanging from pants or worn around the neck.
- Clothing or jewelry with spikes (plastic or other).
- Visible undergarments
- Saggy pants anchored below the waist or clothing which drags on the floor.
- Straps hanging from clothes.
- Any tops with scoop necks that reveal any cleavage.
- Clothing made of transparent or otherwise see-through material. (i.e. Shirts made of sheer material)
- Halter tops, tank tops, tube tops, bare midriffs (standing or sitting), or clothing specifically designed to be worn as sleeping apparel.
- Shorts, skirts, and dresses that are not of a length equal to or longer than the student's fingertips while extended downward.
- All blouses and shirts must have sleeves.
- Clothing bearing slogans or illustrations that pertain or relate to alcohol, tobacco, drugs, weapons, sex, violence, or offensive matter.
- Hats, hoods, bandanas and all other headwear as well as gloves and scarves are not to be worn inside the school building.

3. All **coats and book bags** will be stored in lockers upon entering the building.

This dress code will be in effect for all school days, except those "special" days as designed by the building principal. Serious deviations from this dress code at extracurricular activities will be handled on an individual basis. The final judgment for these matters rests with the school administration.

Consequences for failure to comply with the dress code:

- a. Correction of violation and verbal warning to student.
- b. School disciplinary measures as appropriate.

SCHOOL BUS RULES

1. Pupils being transported are under the authority of and directly responsible to the bus operator.
2. Pupils shall obey the directions of the bus operator.
3. Pupils shall be on time for the bus both morning and evening.
4. Pupils shall walk on the left side of road, when possible, facing oncoming traffic when coming to meet the bus.
5. Pupils shall take their seats immediately and **stay seated**.
6. Pupils may be assigned seats by the bus operator.
7. The bus operator shall instruct pupils how to cross the road.
8. Pupils shall have written permission to leave the

bus other than at home or school. This permission must be signed by the school office by 9:00 a.m.

9. Pupils should converse in normal tones; loud or vulgar language is prohibited.
10. Pupils shall hold all things they carried on the bus.
11. Pupils shall share seat space equally when needed.
12. Pupils shall keep head, hands and arms inside the window at all times.
13. Unsatisfactory conduct may result in the denial of the privilege to ride the bus.
14. In order to ride another bus, students **must** have written permission; i.e.: one note from host parent/guardian **and** one note from guest child's parent/guardian turned in and signed by the office by 9 a.m. Failure to produce both notes will negate the riding privilege.
15. Pupils shall not consume food, drink or candy on the bus.

Violation of one or more bus regulations will result in:

- 1st offense: conference with student.
- 2nd offense: student placed on bus probation
- 3rd offense: 3 day suspension from riding the bus
- 4th offense: 6 day suspension from riding the bus with recommendation for expulsion

An immediate suspension from riding the bus may occur in circumstances where the physical well-being of the driver and students has been jeopardized.

STUDENT CONDUCT CODE

The conduct code applies to all curricular and extra-curricular activities including any building in the Highland Local School District as well as inter-school activities outside our district. Students are also subject to discipline, as outlined in the Student Code of Conduct, for misbehavior that occurs off school property when the misbehavior adversely affects the education process. The rules also apply to any form of student misconduct directed at a District official or employee, regardless of where the misconduct occurs.

The list of reasons for students causing themselves to be suspended or expelled from school is as follows:

1. Disruption of School
2. Damage or Destruction to School or Private Property
3. Theft
4. Cheating and/or Forgery
5. Fighting, Hitting, or Unauthorized Touching(Fighting, Hitting, or acts of aggression)
6. Assault and/or Threat Thereof
7. Possession and/or Use of Dangerous Weapons, Instruments And/Or Objects
8. Possession and/or Use of Alcohol
9. Possession and/or Use of Illegal Drugs
10. Possession and/or Use of Illegal and/or Unprescribed over-the-counter drugs or medications
11. Possession and/or Use of Tobacco, Matches, Lighters

12. Possession and/or Use of Counterfeit Controlled Substances
 13. Profanity and/or Obscenity
 14. Truancy
 15. False Alarms or Bomb Threats
 16. Hazing or Harassment (including sexual)
 17. Unauthorized Fire
 18. Poor Citizenship/Inappropriate Behavior
 19. Repeated Offenses to Basic School Procedures
 20. Refusing to comply with School Policy
 21. Disrespect and/or Insubordination to School Staff
 22. Inappropriate or unapproved use of technology, including: vandalism, theft, security violations, illegal activities, inappropriate language, etc.
- Violation of the Highland Middle School Student Conduct Code will result in disciplinary action including student suspension or expulsion.

DANGEROUS WEAPONS IN THE SCHOOL

1. The Board is committed to providing the students an educational environment free of the dangers of firearms, knives and other dangerous weapons.
2. For purposes of this policy, a "firearm" shall include: any weapon (including a starter gun) which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C. Section 921), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to any of the devices described above.
3. Students are prohibited from bringing a firearm on school property, into a school vehicle, or to any school-sponsored activity. If a student brings a firearm on school property, into a school vehicle or to any school-sponsored activity, the District Superintendent **shall** expel the student from school for a period of one calendar year (365 calendar days). Any such expulsion **shall** extend, as necessary, into the school year following the school year in which the incident occurred or in which the expulsion began.
4. Students are also prohibited from bringing a knife on school property, into a school vehicle, or to any school-sponsored activity. For purposes of this policy, a "knife" shall include: **any cutting instrument consisting of a blade fastened to a handle or any other implement or tool sharpened or filed to operate functionally as such a cutting instrument.** If a student brings a knife on school property, into a school vehicle, or to any school-sponsored activity, the District Superintendent is authorized to expel the student from school for a period not to exceed one year (365 calendar days). Any such expulsion may extend, as necessary, into

the school year following the school year in which the incident occurred or in which the expulsion began.

5. Students are prohibited from bringing to school laser pointers and any other object which is capable of inflicting harm.

BULLYING / VERBAL ABUSE / PHYSICAL

ABUSE A policy has been adopted which, in accordance with the Ohio Revised Code, strictly prohibits harassment, intimidation, or bullying by anyone while on school property, attending school sponsored events, or any time when subject to the authority of the school. Cases of suspected or alleged bullying, intimidation, or harassment will be addressed through procedures referenced by board policy. The definition of abuse is broad, and courts have supported the discretion of school administrators to determine the extent to which a child may be held to the standard, factoring in perceived intent, behavioral history, and other unique or individual circumstances.

HARASSMENT

This school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students, staff members, or any other individuals will not be tolerated. Harassment may take many forms including but not limited to the following:

- a. General Harassment- This includes any speech or action that creates a hostile, uncomfortable, intimidating, or offensive environment
- b. Sexual Harassment
 1. Verbal- Making of written or verbal sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other individual.
 2. Nonverbal- Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other individual.
 3. Physical Contact- Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, etc. with a fellow student, staff member, or other individual.
- c. Gender/Ethnic/Religious/Disability Harassment- Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc., toward a fellow student, staff member, or individual.

PUBLIC DISPLAY OF AFFECTION

Students will not engage in kissing, hand-holding, or any sexual acts or displays not appropriate to the educational environment.

LUNCH DETENTION

Students may be assigned a detention by any member of the faculty. This is for those students with undesirable patterns of conduct. Students assigned to detention are to report to the room designated on the detention notice at the time given and for the number of days assigned. Each student is to have sufficient materials and books to study for the detention period and is to cooperate with the detention supervisor. Students will be given one school day's notice. Students must bring their own packed lunch from home to detention. Students will not be permitted to purchase a lunch in the cafeteria. **Should a student receive two detentions for the same day, he/she must serve the second detention on the following day.** Students failing to report to detention will receive the following consequences:

1. First Offense- One additional Lunch Detention.
2. Second Offense- One Thursday Detention.
3. Third Offense- One Saturday Detention.

Students absent from school on the day of a scheduled detention must serve that detention the next available day.

THURSDAY DETENTION

Thursday Detentions may be assigned by the middle school office and will be served on Thursday from 2:30 to 4:30 p.m. at the middle school. Each student is to have sufficient materials and books to study for the detention period and is to cooperate with the monitor. Students must be picked up at 4:30 p.m. Students appearing late or failing to appear for a Thursday detention will be assigned a Saturday detention.

SATURDAY DETENTIONS

Accumulation of discipline referrals and/or detentions can result in a Saturday detention. Saturday detentions will be from 8:00 a.m. to 12:00 p.m. in the high school cafeteria. Students failing to serve a Saturday detention will be suspended from school.

IN SCHOOL RESTRICTION

Students who are assigned to In School Restriction will be confined to a room with supervision for the school day. Students are responsible for gathering their assignments and bringing all necessary materials with them. Students will receive credit for the work they complete.

OUT OF SCHOOL SUSPENSION

Students who are suspended out of school are not to be on school property while their suspension is being served. This includes after school activities and sporting events. Students will not be permitted to make up the work missed during that time. All assignments will be counted as a zero.

CHEATING/PLAGIARISM

Plagiarism is defined as using a source without giving

credit to the author (i.e. books, magazines, internet, etc.)

Cheating is defined as acting dishonestly:

1. Copying another student's work (test, homework, class work, etc.)
2. Allowing another student to copy your work.
3. Using prohibited materials for tests (cheat sheets).
4. Handing in the work of someone else as your own.

To act dishonestly in the form of cheating or plagiarism will not be tolerated.

CAFETERIA AND LUNCH HOUR

Student behavior in the cafeteria should be based on courtesy and cleanliness. This means leaving the area in the condition you would like to live in. Students are to remain in the cafeteria until they have finished eating.

At no time are pupils allowed to take food outside of the cafeteria. Students are not to go into areas where classes are being held during their lunch hour. Additional guidelines include:

Cafeteria/Recess Rules and Regulations

1. Students must go to their lockers and the restroom **before** or **after** the lunch period. Hallways are off-limits during the lunch periods.
2. Students buying a plate lunch are to line up single-file in an orderly manner. **No cutting in line** will be tolerated.
3. Students must bring coats and appropriate clothes to go outside for recess in inclement weather. Students will not be allowed to return to their lockers.
4. Students will clean their eating area of any litter and wash their table before being dismissed to recess.

ACTIVITY NIGHTS

Once entering the activity, students cannot exit without permission. Students are expected to remain the entire time. Activity Nights are for Highland Middle School students only. Violation of school rules at an activity night may result in the student's immediate removal and/or result in other disciplinary action, including permanent revoking of the privilege to attend future activity nights. **In order to alleviate our parking lot problems, parents are encouraged to use our staggered dismissal. Sixth graders will be let out at 8:45; seventh graders at 9:00; and eighth graders at 9:15. If you have more than one child at the Middle School, pick up at the time of the oldest child.**

FIELD TRIPS

Field trips are a privilege. Their purpose is to allow for an enrichment experience that goes beyond the confines of the school. When it is the consensus of the team teachers that the behavior of any student is consistently disruptive and his/her behavior would interfere with the learning experience of the group, the student will not be permitted to participate in the field trip. The principal has the right to deny participation to any student. From time to time, field

trips and absences may require students to submit homework prior to departure. It is the student's responsibility to make the necessary arrangements with teachers to meet this requirement.

ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and as such, are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television or movies, the performers are very conscious of their audience. Talking, whispering, whistling, stamping of feet and booing are discourteous. Yelling is appropriate only at pep assemblies.

MESSAGES

If a parent calls to leave a message for his/her child, the office personnel will do their best to see that emergency messages are given to the student. Because we believe that responsibility is an important character trait for students to develop in middle school, we do not expect students to call home for anything forgotten (books, lunches, money, projects, P.E. equipment, etc.) nor do we encourage parents to provide these items once the students have arrived at school. If a parent finds it necessary to drop something off for their student during the day, they will be asked to place it on a table in the front entry (with the student's name clearly marked on it) and the student will be in charge of checking the table to see if their forgotten item has been delivered.

ATHLETIC ELIGIBILITY

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades during that grading period in a minimum of five of those subjects in which the student received grades.

PHYSICAL EXAMS- ATHLETICS

An OHSAA physical examination form signed by a physician **MUST** be on file in the office **BEFORE** a student can participate in any tryouts and/or athletic programs. The form can be found on the school web site. These exams are valid for one calendar year.

PAY TO PARTICIPATE

Students must pay a fee to participate in a sport or a club. The fee is due by the first official practice or organizational meeting. More information and official forms can be obtained from the high school athletic office.

COLLECTION OF MONIES

Throughout the school year there will be many occasions in which the student will bring money to school to pay for such items as workbooks, pictures, school fees, etc. It is requested that these monies be clearly marked (as to purpose) in an envelope with the student's name and teacher's name and when possible, please have the correct change. A suggestion would be to pay all fees by check. This will provide you with a record of payment. If a student abuses school property, loses lent material, has an unpaid fee or library fine, the school may withhold report cards until the debt has been paid.

FIRE DRILLS

Fire drills will be held regularly in accordance with state law. Students should be familiar with the room evacuation plans that are listed beside the door in each room. During a fire drill all students should leave the building as quickly as possible. There should be no talking or excess noise during these drills since silence must be maintained in order to allow for further instructions that may be given. Students should move to their designated place on the playground or lawn and remain in formation until the signal is given to return to the building. A roll call may be taken in order to account for every student.

TORNADO DRILLS

Tornado drills will be held each spring in accordance with state law. Students should be familiar with the room evacuation plans that are listed beside the door in each room. During a tornado or tornado drill, students should move to their designated tornado safety area in a quick, quiet manner.

ILLNESS AND FIRST AID

If you injure yourself or become ill at school you are to report immediately to the office. Your parents may be notified to come to school for you if necessary. You will wait for your parents in the office.

MEDICATION

For those who have physical conditions which require medication, the following procedures must be followed: 1) The students must not carry or administer any medication to him/her self. 2) The school will supervise administration of medication in pill form only. It will not assume responsibility of administering liquid medication, application of ointments, changes of dressings or injections. 3) A parental medication form accompanied with a doctor's authorization form (both available in office) **must** be completely filled out and signed before the school will take any action. 4) Over-the-counter medication will not be administered unless provided by the parent.

7TH GRADE MMR REQUIREMENT

State law mandates that all students must receive a

second MMR (measles, mumps and rubella) immunization prior to attending the 7th grade. County and local health agencies provide these immunizations at a reduced cost. Seventh grade students deficient in their second immunization will be **excluded** from school **beginning in September and until proof of immunization has been provided to the school.**

MEDIA CENTER GUIDELINES

The Library is open every day from 7:30 a.m. to 2:20 p.m. Students are required to use the materials of the library or to work on a school assignment when they are in the library. Students are to conduct themselves according to the regulations of the library. No loud talking is permitted. A quiet working atmosphere is to be maintained at all times. Those who do not follow these guidelines may lose the privilege of using the library. Reference books, magazines, textbooks, etc. are to be returned to their correct location at the end of the period.

PROMOTION/RETENTION

Promotion procedures demand continuous analysis and study of the cumulative student case history records so that guesswork and conjecture may be reduced to a minimum and decisions may be as objective as possible.

1. A student may be promoted to the next grade level after successful completion of four or more core academic subjects (language arts, math, science, social studies)
2. Students failing one or more courses may be required to successfully complete summer school course work in order to be promoted to the next grade.
3. A student may be placed in the next grade level if it can be established that the student is working to his/her ability, even if they have failed to meet the requirements of promotion.

GRADING SCALE

A = 100 – 93 B = 92 – 85 C = 84 – 74
D = 73 – 66 F = 65 – 58

REPORT CARDS

Report cards will be given to students at the end of each 9 week period. Report cards will be sent to students by mail for the last 9 week period. Report cards will not be given to students who have not paid their fees, fines, etc.

STUDENT PROGRESS

Highland Local Schools use an online Parent Assist program in grades 6-12 that allows parents/students to access their current grades. Information on how to access Parent Assist will be sent home in September. This has replaced the traditional Interim Report.

SUBSTITUTE TEACHERS

These teachers are guests and their impressions of Highland Middle School depend upon their brief visits.

Please be as helpful and considerate as you can.

Substitute teachers are to receive the same respect as regular teachers. Students misbehaving for a substitute will be referred to the office and disciplinary actions will be rendered.

CELL PHONES/ELECTRONIC DEVICES

The office telephone is restricted to use by students for emergencies only. Forgotten items and after school plans do not constitute an emergency. Cell phones may not be used by students under any circumstances during school hours and should be kept in their locker. Any cell phone, iPod, electronic games, laser pointers, etc. seen or heard during the school day will be confiscated. Once confiscated, parents will be required to pick up the item at the middle school office. There is **NO EXPECTATION OF PRIVACY** regarding data or information stored on any electronic device. If such device is confiscated, the school administration will exercise its right to inspect and investigate any material contained within. Evidence of violation of school rules will be used for disciplinary purposes.

ACCEPTABLE USE AND INTERNET SAFETY

The following guidelines and procedures are expected to be utilized by staff, students or community members who are authorized to use the District's computers or online services.

1. Use appropriate language. Do not use profanity, obscenity or other language which may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network will not be for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it will disrupt the use of the network by others.
6. All communications and information accessible via the network should be assumed to be private property.
7. Rules and regulations of net etiquette are subject to change by the administration.
8. The user in whose name an online service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use this system only under their own account number.
9. The system shall be used only for purposes related to education or administration of the District. Commercial, political and/or personal use of the system is strictly prohibited. The administration

reserves the right to monitor any computer activity and online communications for improper use.

10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.

11. Users shall not transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.

12. Copyrighted material may not be placed on the system without the author's permission.

13. Vandalism will result in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.

14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.

15. Users are expected to keep messages brief and use appropriate language.

16. Users shall report any security problem or misuse of the network to the teacher or the principal or immediate supervisor.

Students must have a completed COMPUTER AND INTERNET ACCEPTABLE USE form on file by the second week of school. At that time, anybody who has not turned in the form will be denied use of school computers until the obligation is met.

STAYING AFTER SCHOOL

Students staying after school must be under the direct supervision of an adult or staff member.

Students not taking the bus home, but waiting for private transportation must be picked up no later than 2:45 p.m. These students are asked to wait in the back parking lot for their transportation to arrive.

Students who walk are required to provide a permission slip from their parent and guardian.

Students in the building unsupervised after 2:45 p.m. will face disciplinary action.

PICK-UP/DROP-OFF

Parents should drop-off/pick-up students in the back parking lot (west side of school) between 7-7:30a.m. and 2:15-2:45p.m. Please do not use the front lot at these times.

ACHIEVEMENT AND STANDARDIZED TESTS ADMINISTRATION AND SECURITY

Students and parents are advised that there are strict security procedures that exist regarding the admission and handling of proficiency tests. Only those people

authorized by district policy should have access to these test materials. Under no circumstances should students have access to the testing materials prior to or after the testing session is complete. Cheating, violation of test security provisions, or other inappropriate testing practices by a student will result in invalidation of the test and disciplinary action.

COURSE WORK COMPLETED PRIOR TO NINTH GRADE

Student work completed prior to the ninth grade is applied towards graduation credit if the course is taught by a teacher holding a license valid for high school and is designated by the Board as meeting the high school curriculum requirements. The letter grade will appear on the middle school report card and the high school transcript. It will not be calculated into the high school grade point average.

COMPLIANCE INFORMATION

Highland Local Schools promote programs, activities, and employment without regard to race, color, origin, sex or handicap as required by:

The Equal Pay Act of 1963

Title VI and VII of the Civil Rights Act of 1964

Title IX of the Educational Amendments of 1972

Section 504 of the Rehabilitation Act of 1973

Title II Americans with Disabilities Act of 1992

PL 94-142/Individuals with Disabilities Education Act

Inquiries regarding compliance with these requirements may be directed to the Director of Curriculum and Instruction, who is the coordinator for compliance complaints, at the following address:

Director of Curriculum and Instruction

c/o Highland Local Schools

3880 Ridge Road

Medina, OH 44256

HIGHLAND MIDDLE SCHOOL

3880 RIDGE ROAD
MEDINA, OH 44256
330.239.1901 X1200

